



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2009 Learn and Serve Indiana Request for Proposals Guidelines and Application Instructions

An Intent to Apply must be submitted via e-mail to Stefanie Sebastian at Learn and Serve Indiana: ssebast@doe.in.gov. The subject line on the e-mail must state LSI Intent to Apply and is due on Friday, March 27, 2009.

An original and one (1) copy of the proposal must be received at the Indiana Department of Education Office by 4:00 pm on April 24, 2009. An electronic copy (without signatures) must also be sent to ssebast@doe.in.gov.

**For additional information visit:
www.doe.in.gov/servicelearning**

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Introduction

Pending authorization and funding from the Corporation for National and Community Service/Learn and Serve America, the Indiana Department of Education/Learn and Serve Indiana (LSI) is accepting proposals for grants to aid in the creation and support of service-learning programs.

Definition of Service-Learning

Service-learning is a teaching strategy in which students address community needs. Like any effective teaching strategy, service-learning is designed to help students engage in, relate to and learn required curriculum. As a result of high quality service-learning, both communities and students benefit by intentional learning that addresses the needs of their communities. Through service-learning, students develop civic competencies while they learn.

Streams of Funding

The Indiana Department of Education/Learn and Serve Indiana will fund service-learning programs in two (2) categories:

- A. **Subgrants up to \$6,000 for School Building Grants:** Participants will receive funds that support service-learning projects involving at least two teachers or interdisciplinary team levels. Subgrants can be used to fund projects between school buildings (e.g., an elementary building working with a high school building). No more than 25 percent of school buildings within the same school corporation will be considered for school building subgrants. **The length of this grant is one school year** (August 1, 2009 – July 31, 2010). No grant funds may be used on teacher stipends.
- B. **Subgrants up to \$30,000 for Corporation-Wide Grants:** Participants will design activities to support, sustain, and promote the expansion of service-learning across at least two buildings within a school corporation. Priority will be given to plans which demonstrate long-term commitment to the development of service-learning and sustainability within the school district or corporation. Corporation-Wide grants must include a Service-Learning Coordinator (SLC) and a Service-Learning Advisory Board (SLAB). Funding allotments are based on school corporation student enrollment. Please see the chart below to determine the maximum amount of funding you may request. **The length of this grant is three school years** (August 1, 2009 – July 31, 2012) pending grant compliance and funding from the Corporation for National and Community Service. If the application is approved, the Indiana Department of Education/Learn and Serve Indiana program will award a grant agreement and provide funding for the first year of the program.

School Corporation Enrollment	Maximum Amount of Funding Available
1 – 5,000 students	\$10,000
5,001 – 10,000 students	\$20,000
10,001 + students	\$30,000

Purpose of Grants

Learn and Serve Indiana's expectation is that schools will use this grant to engage students in meaningful classroom and service activities that address social needs as a means to create healthy communities. The primary emphasis of this grant opportunity is to facilitate service-learning in schools and communities. Funding is intended to support the implementation of service-learning projects and create long-lasting support structures that include the development of service-learning policies at the local level, a corporation-wide Service-Learning Advisory Board, and the inclusion of service-learning in K-12 core curriculum, as well as school improvement plans.

Eligibility and Guidelines

The Indiana Department of Education/Learn and Serve Indiana (IDOE/LSI) invites all Indiana public schools to apply for the Learn and Serve Indiana grant funds. Charter schools will be eligible for funding under the School Building Grant stream (level A on page 2). Eligible proposals must include:

1. All sections of the Learn and Serve Indiana Application, including the Intent to Apply (electronic), the Application Cover Sheet, Narratives, and Budget.
2. A signed Certifications and Assurances page from the Superintendent (Appendix B).
3. A letter of support from building level administrators in participating school(s) to confirm administrative support and involvement for implementing service-learning.
4. Attendance at the Summer Service-Learning Institute scheduled for Tuesday, June 9 and Wednesday, June 10, 2009. This meeting requires a minimum of two representatives from a School Building Grant or a minimum of six representatives from the Corporation-Wide Grant (should include administrators and educators). Supplementary funding for the Summer Service-Learning Institute will be provided for attendance.
5. A dollar-for-dollar match of the grant. Matching funds may include monetary or in-kind contributions.

Project Period

The project period for this Learn and Serve Indiana grant is based on the level of funding. The project period for School Building Grants will be a duration of one year. To apply for a second year of funding, evidence of expansion into the school building Public Law 221 plan should be demonstrated.

The project period for Corporation-Wide Grants will be 3 years. Funding for the second and third years of an approved program is contingent upon: 1) Satisfactory progress toward meeting performance measures provided by Learn and Serve Indiana, 2) The availability of funds via Congressional appropriation to the Corporation for National and Community Service/Learn and Serve America, 3) The timely submission of continuation applications, 4) Compliance with all reporting requirements, and 5) Any other criteria established in the award agreement. Subsequent grant agreements will be awarded to corporations that fulfill the above requirements.

Funding for this grant opportunity requires a dollar-for-dollar match.

LSI Application Instructions

All applicants must submit an original and one (1) hard copy of the completed grant proposal. An electronic copy (without signatures) should also be sent to Stefonie Sebastian at ssebast@doe.in.gov.

All proposals must arrive by **4:00pm Friday, April 24, 2009**. Proposals received after that date will not be considered for funding.

Mail or hand deliver proposals to:

Indiana Department of Education
Learn and Serve Indiana, Attn: Stefonie Sebastian
151 West Ohio Street
Indianapolis, IN 46204

Learn and Serve Indiana Key Application Dates

Information Sessions – Learn and Serve Indiana staff will provide assistance with information that can support the writing of the grant proposal. Check the Learn and Serve Indiana website (www.doe.in.gov/servicelearning) to access the informational conference calls listed below. Participation in one session is suggested, but not mandatory. Information sessions are scheduled at the following dates and times:

- Friday, March 6, 2009 at 12:00 pm EST
- Wednesday, March 11, 2009 at 3:30 pm EST
- Monday, March 16, 2009 at 9:00 am EST
- Tuesday, March 24, 2009 at 8:30 am and 4:30 pm EST

Intent to Apply –Any school building or school corporation who wishes to apply for a Learn and Serve Indiana grant must submit an electronic Intent to Apply, via e-mail to Stefonie Sebastian at ssebast@doe.in.gov. The subject line on the e-mail must state **LSI Intent to Apply**. The Intent to Apply must contain the following information: (1) School Corporation Name and Number, (2) Superintendent's Name, Phone Number, and E-mail Address, (3), Primary Contact's Name, Phone Number and E-mail Address, (4) Indicate the type of grant and the amount of funding requested, and (5) Total school corporation student enrollment. **The Intent to Apply is due on Friday, March 27, 2009.**

Application Deadline - All proposals must arrive by **4:00pm Friday, April 24, 2009 at the Indiana Department of Education.**

Cover Sheet Instructions

This form is required for all applications. No handwritten application cover sheets will be accepted.

Application Narrative Sections

(School Building Grant Proposals must address all sections except for number 3. *Three Year Plan*)

1. Executive Summary—*One double-spaced page, 12-point font, 1 inch margins.* Briefly summarize your proposed program. Include the projected number of participants, how teachers will be made aware of available mini-grants, service goals, and main activities.

2. Summary of Accomplishments—*One double-spaced page, 12-point font, 1 inch margins.* Briefly summarize the accomplishments from prior Learn and Serve Indiana programs. For new applicants other service initiatives performed previously should be reviewed.

3. Three Year Plan (for Corporation-Wide grants only) – *Maximum of 3 double-spaced pages, 12-point font, 1 inch margins.* Applicants must submit a three-year plan outlining major milestones, key tasks, and corresponding dates for the development and management of the proposed program. The following items should be addressed in the plan:

- Method for dissemination of information to staff and community concerning LSI grant requirements, including process for teachers to apply for mini-grants, participation in the online evaluation, and training opportunities.
- Development of a Service-Learning Advisory Board (SLAB) that includes administrators, teachers, students, and community partners.
- Ongoing collaboration with Service-Learning Technical Advisors (SLTA) provided by Learn and Serve Indiana
- Expansion of service-learning to new classrooms and schools.
- Sustainability efforts, including support and participation by administration in the corporation's service-learning initiative, funding diversification and policy development.

4-8. Proposal Narrative—*The maximum combined length of sections 4-8 is 12 double-spaced pages, 12-point font, 1 inch margins.*

4. Participant Development - School-based participants are defined as youth aged 5-18 engaged in service through the service-learning program. In this section, please describe how you will use service-learning to achieve the following goals:

- *Academic or Civic Engagement* - Describe how service-learning will be an effective strategy to keep students engaged in school and prepare them to be productive adults. How will your service-learning initiatives increase participants' attendance and motivation to learn or to develop their civic knowledge, skills, and dispositions? How will your service-learning initiatives meet the Indiana Academic Standards, focusing on a balanced curriculum for students?

- *Disadvantaged Youth* – Describe strategies for engaging and/or serving disadvantaged youth in your program (e.g., targeted recruitment of students/schools in high poverty areas, or supporting service-learning projects in which advantaged and disadvantaged students collaborate to address shared community needs).

5. Community Needs and Service Activities -Learn and Serve Indiana expects that schools will use this grant to engage students in meaningful service activities that address social needs as a means to create healthy communities.

- Describe one social need (of potentially many) that some of your projects may address (e.g., pollution, dropout prevention, obesity). Focus on how your program benefits people other than the service-learners and makes communities better places to live. Provide a general rationale for choosing your issue as well. For example, it may be a priority of your mayor or local government to address children's exercise and nutrition habits, or your town may have an agreement with its neighbors to protect a common estuary.
- Quality service-learning relies on students to help select problems that matter to their communities. Explain how you will provide opportunities for students to play a role in deciding community needs.

6. Strengthening Communities - An important characteristic of high quality service-learning programs is the reciprocal partnerships between the school and community.

- Explain how you will identify collaborative partnerships that address community needs through service-learning.
- Describe the role of community partners and other adult volunteers engaged in your programs.
- Describe how your program will work to institutionalize service-learning at the building or corporation level (e.g., through Public Law 221, school improvement plan, community partnerships).

7. Organizational Capacity - This section refers to the capacity of the applicant to manage a grant, effectively lead a group of grantees, and complete the project plan. All grantees have the responsibility for monitoring to assess their progress towards meeting performance measures and provide on-site technical assistance.

- **Program Oversight.** Applicants should list the key personnel who will oversee and implement their program, and describe their roles and experiences administering grants. Applicants must ensure that the personnel responsible for operating the program are qualified and have relevant experience. Include the name, title, and contact information, and resume for the grant lead contact (Lead teacher for School Building Grants, Service-Learning Coordinator for Corporation-Wide Grants). Include a brief plan on program oversight that includes the type and frequency of monitoring of classroom-based service-learning projects.
- **Service-Learning Coordinator Statement.** (For Corporation-Wide Grants only) – Include a statement on how a Service-Learning Coordinator (SLC) will be identified for grant coordination. If the SLC has already been identified, how were they identified? What support will the SLC have from the school corporation to successfully manage grant resources (i.e. additional planning period)? 20 percent of corporation-wide funds must be used for a SLC stipend.
- **Fiscal Oversight.** Applicants must be capable of providing sound fiscal management. Include the name, title, and contact information for your school or corporation fiscal agent. Also include a brief plan on fiscal oversight plans that includes the type and frequency of monitoring of funds.

8. Budget/Cost Effectiveness

- **Budget Narrative.** Budget Narratives will be evaluated to ensure proposed budgets are clearly aligned with the activities outlined in the application narrative. If there are elements of your budget that do not readily connect with your projects, please justify their inclusion in this space. Explain other sources of support used for matching funds (monetary and in kind support).
- **Budget.** Complete the Budget Worksheet – Appendix A

Superintendent Certifications and Assurances (Appendix B)

The Superintendent must carefully read the assurances and certifications. He/she must complete the form that certifies that your school corporation will comply with the required federal assurances and certifications.

Program Requirements - To be signed by the Main Contact of the grant (Appendix C)

The Main Contact of the grant (Lead Teacher for School Building Grant, SLC for Corporation-Wide Grant) must carefully read the requirements of the grant. He/She must sign the form that certifies your Service-Learning program will comply with the grant provisions. Additional information on the program requirements will be included in the Summer Service-Learning Institute.

Performance Measures

State-Wide Performance Measures have been created by evaluator, Dr. Michael Slavkin. Pending approval from the Corporation for National and Community Service/Learn and Serve America the performance measures will be released to grantees. The performance measures will assess the number of students participating in service-learning projects and the effectiveness of service-learning in Indiana. All funded school buildings and school corporations will be required to participate in on-line evaluations of students, teachers, administrators, parents, and community partners. Additional tools will be provided to each grantee to aid in the process of reaching state-wide benchmarks.

APPLICATION COVER SHEET

I. GENERAL INFORMATION – Must be typed			
1. Corp #	2. Corp Name (and School Building Name if applicable)		
3. Corporation Address <small>Street, City, State, Zip</small>		4. Telephone ()	
5. Contact Person's Name		6. Contact Person's E-mail Address	
7. Contact Person's Work Address <small>Street, City, State, Zip</small>		8. Work Telephone () ext.	
9. Grant Applying For: <input type="checkbox"/> School-Building Grant <input type="checkbox"/> Corporation-Wide Grant			
10. Superintendent's Name	11. Fiscal Agent's Name and E-mail		12. Total Grant Requested \$
13. Anticipated Number of Classrooms Participating	14. Anticipated Number of Students Participating	15. Anticipated Number of Teachers Participating	
II. ABSTRACT			
<p style="text-align: center;">In seventy-five words or less provide an overview of the program activities and outcomes. (Font must be 10 or 12 pt.)</p>			

APPENDIX A—BUDGET WORKSHEET

This grant requires a dollar for dollar match.

- Describe how funds will be spent and the amount and source of matching funds.
- A maximum of 40% for personnel is allowable as part of the match. Ex. Treasurer
- The total grant must be matched, however each line item is not required to match.

Please provide detailed descriptions for each area.

(e.g. Substitutes for conference attendees: 4 substitutes @ \$75 = \$300)

Description	Grant Request	Matching Funds	Budget Total
Materials and Supplies For Program Coordination			
Mini-Grants to Classroom Teachers: (55% of the grant request must be passed through to interested classroom teachers to purchase materials and supplies for projects)			
Transportation and Training: (May include travel to and from service sites, professional development opportunities, and training)			
Recognition and Demonstration: (5% is the maximum allowable expense for this section)			
Personnel (Corporation-Wide Only): (20% of the grant request must be used to support a Service-Learning Coordinator for the program)			
Budget Totals			

Possible sources of matching funds (If you need additional assistance with identifying matching funds, please contact Kerri Davis at 317-789-4590 or indianaslta@hotmail.com):

Community Donations

Substitute teachers supported by school

Cost of transportation supported by school

Materials or printing supplied by school or others

Value of volunteer time providing professional support or whose time is not already supported by the school

Value of goods or funds collected at or during service-learning projects.

Donated Clerical Services

Student Technology Access

Donated Teacher Time

APPENDIX B -- Superintendent Certifications and Assurances

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions noted below:

- The LEA assures that the district will utilize the funding in accordance with all federal guidance found in Office of Management and Budget (OMB) Circular A-87, (www.whitehouse.gov/OMB/circulars/a087/a087-all.html) ;
- The LEA assures that it will participate in the state level evaluation and training conducted by Learn and Serve Indiana;
- The LEA assures that all forms and reports will be submitted in a timely manner. (Mid-Year Report, End-Year Report, and Fiscal Year-End Report);
- The LEA assures that the corporation is working methodically and consistently to meet the annual performance measures. [Appendix B];
- The LEA will hold site visits with the Service-learning Technical Advisor assigned to your region.
- The LEA understands that this grant requires a dollar for dollar match and that match funds may come from monetary or in-kind sources;
- The financial resources provided through the Corporation for National and Community Services/Learn and Serve America will supplement, and not supplant, state and local funds;
- The LEA will remain in compliance with Education Department General Administrative Regulations (EDGAR) 34 CFR Parts 76, 77, 80, 82, 85 and 86 (www.ed.gov/offices/OFCO/grants/edgar.html).
- The LEA will make available financial statements, audits and recent evaluations of your program to LSI staff during the application review process

The school corporation agrees to keep such records and to provide such information to the State educational agency, as may be reasonably required for fiscal audit and program evaluation (consistent with the responsibilities of the State educational agency under this part).

WE, THE UNDERSIGNED, CERTIFY that this project application will be the basis for the operation and administration of the project for which Learn and Serve Indiana funds will be requested. We understand that all activities must be completed by July 31, 2010 and payment for services must be completed by that time. We will provide expenditure and other reports and will comply with such fiscal provisions as the Indiana Department of Education requires. We also agree to comply with the assurances and requirements outlined herein. Original must contain appropriate signatures. NOTE: **Sign this form and include in the hard copy of the application.**

School Corporation Name: _____

School Corporation Number: _____

Superintendent Name: _____

Signature: _____ **Date:** _____

Treasurer Name: _____

Signature: _____ **Date:** _____

Grant Coordinator Name: _____

Signature: _____ **Date:** _____

APPENDIX C -- Program Requirements (To be signed by the Lead Teacher for School Building Grants or the Service-Learning Coordinator for Corporation-Wide Grants)

By the end of the first grant period, July 31, 2010 each funded program must have completed the following items:

1. Create a system of communication that will inform all educators in your building/corporation about service-learning funding and training opportunities.
2. Utilize a system to distribute funding to service-learning activities throughout the building/corporation by utilizing the Learn and Serve Indiana mini-grant proposal (LSI website www.doe.in.gov/servicelearning) for classrooms to request funds;
3. Develop a strategy to ensure the expansion of service-learning to go beyond the initially proposed program involvement;
4. Foster service-learning programs that integrate all Eight Key Elements of service-learning. (To view the eight key elements please go to www.doe.in.gov/servicelearning)
5. Establish a Service-Learning Advisory Board (SLAB); with documentation for dissemination (corporations only);
6. Hold site visits with the Service-learning Technical Advisor assigned to your region;
7. Participate in Learn and Serve Indiana training and technical assistance (T/TA) opportunities for all participants involved in a project (i.e. administration, faculty, staff, students, service-learning advisory board and community or faith-based partners);
8. Attend the Summer Service-Learning Institute on June 9 and 10, 2009
9. Provide the IDOE/ LSI program with all requested documentation and reports.
10. Work with the State Level Evaluator, Dr. Michael Slavkin, to participate in the state-level evaluation through the completion of pre- and post-program assessments (includes all participating teachers and their classroom students, community partners, parents, faculty and staff).

Grant Coordinator Name: _____

Signature: _____ **Date:** _____